

Request for School Site Substitution

Instructions

Instructions on how to complete a request for School Site Substitution

Agency Name

- Fill in the name of the Agency Responsible for the fiscal management of the grant
- Fill in the grant identification number.
- Fill in the date of the request.

Purpose of Transfer of Services

Current School(s) Closing or Restructuring

- Fill in the County-District-School (CDS) Code.
- Fill in the complete school name.
- Fill in the most recent data for the percentage for the Free and Reduced-Price Meal (FRPM) for the school site. Rates can be found on the Student Poverty FRPM Data web page at <https://www.cde.ca.gov/ds/ad/files/sp.asp>.
- Check all boxes that apply to the funding types you are currently receiving and requesting to transfer for this site.
- List all of the funding amounts you are receiving and requesting to transfer for each program type.

Justification

- The justification for a school site substitution must detail how this request complies with California *Education Code (EC)* Section 8482.8(a)(1)(A) or (B), found at https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=8482.8 including the manner in which safe, supervised transportation will be provided.
- If a 21st Century grant, address how the original program narrative, which was provided in the funded grant application, will continue to be implemented at the proposed school.

Signatures of Current Schools

- Fill in the name of the school(s) that are closing or restructuring.
- The principal of the currently funded school(s) that is closing or restructuring must sign the form; if the request is for multiple schools, each principal must sign the form.

Proposed School(s)

- Fill in the CDS Code.
- Fill in the complete school name.
- Fill in the most recent data for the percentage of FRPM for the school site. Rates can be found on the Student Poverty FRPM Data web page at <https://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Per *EC* Section 8482.5(a), found at https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=8482.5, priority for After School Education and Safety (ASES) funding shall be given to schools with a minimum FRPM of 50%. Proposed schools with an FRPM of less than 50% will not be approved. Per *EC* Section 8484.8(d), found at https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=8484.8, 21st Century funding shall be restricted to those applications that propose primarily to serve pupils that attend schoolwide programs, as described in Title I of the federal No Child Left Behind Act of 2001 (Public Law 107-110). Proposed schools that do not receive Title I, Part A funding, and run a Title I schoolwide program, will not be approved.
- Check all boxes that apply to the funding types you are requesting to receive for this site from the closed/restructured site(s).
- List all of the funding amounts you are requesting to receive for each program type from the closed/restructured site(s).

Signatures of Proposed Schools

- Fill in the name of the proposed school site(s).
- The principal of the proposed funded site(s) must sign the form; if the request is for multiple sites, each principal must sign the form.

Prepared By

The individual completing the form will complete this section.

Authorized Agent

The Authorized Agent, or Authorized Designee, must sign the School Site Substitution form.

School Site Substitution Form

Agency Name:

Grant ID:

Date:

Purpose for Permanent Transfer of Services

Current School(s) Closing or Restructuring

1. CDS Code:

School Name:

FRPM %:

Date of Closure:

Program Type: After School Base
 After School Summer/Supplemental
 Before School Base
 Before School Summer/Supplemental

Current Site Funding:
Current Site Funding:
Current Site Funding:
Current Site Funding:

2. CDS Code:

School Name:

FRPM %:

Date of Closure:

Program Type: After School Base
 After School Summer/Supplemental
 Before School Base
 Before School Summer/Supplemental

Current Site Funding:
Current Site Funding:
Current Site Funding:
Current Site Funding:

3. CDS Code:
School Name:
FRPM %:

Date of Closure:

Program Type: **After School Base**
 After School Summer/Supplemental
 Before School Base
 Before School Summer/Supplemental

Current Site Funding:
Current Site Funding:
Current Site Funding:
Current Site Funding:

Justification:

Signatures

- 1. Current School Name:
- 2. Current School Name:
- 3. Current School Name:

Current Principal Signature:
Current Principal Signature:
Current Principal Signature:

Prepared By

Prepared By:

Title:

Phone:

Authorized Agent/Designee Name:

Authorized Agent/ Designee Signature:

Date:

For Expanded Learning Division Use Only

CDE Education Administrator Signature:

Date: